**Leadership agenda - week commencing [DATE]**

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| **Leadership pledges:**   * drive school improvement as a team * everything comes to the table * publicly back decisions around the table * be positive * be solution-focused * actively listen to each other * use learning points to improve * own your areas * follow up, finish and communicate * prioritise and focus on the right things * hold each other to account to make the team better |

**Morning meetings (Monday – Thursday 7:50am)**

***Discussion topics 5 mins max.***

**Priority 1:** Urgent & important (do now)

**Priority 2:** Important but not urgent

**Priority 3:** Urgent but not important

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| **Agenda Item** | **Date Added** | **Priority** | **Actions/communication (staff, parents & pupils)** | **Who/when?** |
| Attendance | Every Monday | [Priority level] |  |  |
| Line management agenda | Every Tuesday | [Priority level] | **Any items for LM agenda to be put here:**   * [Item]   **LM agenda to be discussed on Tuesday morning meeting:**   * [Item] |  |
| [Agenda item e.g. staff cover, student council, assembly topics, school trips] | [Date added] | [Priority level] |  |  |

**Strategy meetings (Tuesday 4:15pm & Thursday 4:00pm)**

***Longer discussion topics and presentations***

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| **Agenda Item** | **Actions/communication (staff, parents & pupils)** | **Who/when?** |
| [Agenda item e.g. Ofsted preparation, analysis work] |  |  |
| [Agenda item] |  |  |
| [Agenda item] |  |  |